




STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF MENTAL RETARDATION SERVICES
ANDREW JACKSON BUILDING, 15th FLOOR
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243

MEMORANDUM

To: DMRS Approved Behavior Analysts

From: Stephen H. Norris 

Date: April 21, 2005

Re: Clinical Service Monthly Review Template

The current Provider Manual includes details on the importance of Clinical Service Monthly Reviews for tracking actions and outcomes, for reporting on service effectiveness, and for identifying service barriers (see 3.18, 3.18 a,b; 8.7c; 8.9c,f; Appendix Q). Additionally, the information on a sample of Clinical Service Monthly Reviews is summarized and reported to the Centers for Medicare and Medicaid each month.

To carry out this process more efficiently, a standardized template has been constructed and is attached. Effective with the April service provision, please use the attached template for completing the Clinical Service Monthly Review. You may insert sections for additional objectives, graphs, or expanded clinical interpretation, as needed, but no portions of the template should be omitted. As per the Provider Manual, monthly reviews are to be kept in the clinical provider record and a copy is to be submitted to the support coordinator or case manager (3.18) and the Regional Office Behavior Analyst Director (Appendix Q) by the 20th day of the month following the month for which the review is completed.

SHN:gz

Cc: Adadot Hayes
Larry Latham
Joanna Damons
Donna Allen
Regional Directors
Regional Behavior Analyst Directors